



# Charter Start Workshop

## Grant writing Tips

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# Thinking About Writing a Grant?

Let's have a conversation about:

- Things to consider first
- Where to find opportunities
- Tools to support your effort
- Pitfalls to avoid and increase your likelihood of success



# Things to consider first...

## Pre-Development Check list



# You Decide to Move Ahead

Would you play baseball alone???





# Form a School Grant Team!

*"The total is greater than the sum of the parts."*

Include:

- A good researcher or Librarian,
- A good typist/word processor
- A business mgr or accountant
- A good writer
- A good proof-reader

Your team could be board members, staff, & volunteers



# Where can you find \$\$\$

- [www.grants.gov](http://www.grants.gov) now a one-stop shopping place for government grants – postings for 7 federal agencies
- <http://www.ed.gov/fund/grant/find/edlite-forecast.html> what will be coming available.
- <http://www.schoolgrants.org> This site contains grant information useful to K-12 educators, including tips, samples of successfully-funded proposals, and a listing of public and private grant opportunities available to public and private elementary and secondary schools and school districts.
- [www.philanthropy.com](http://www.philanthropy.com) The Chronicle of Philanthropy is the newspaper of the non-profit world. Very useful but even more so if you subscribe.
- [www.gpoaccess.gov/index.html](http://www.gpoaccess.gov/index.html) a service of the US Government Printing Office. Includes access to the Federal Register, Congressional Record, Catalog of Federal and Domestic Assistance.
- [www.fdncenter.org](http://www.fdncenter.org) The Foundation Center Online Directory. Can subscribe monthly or yearly. Good tool to identify possible funders and see who they have previously funded.



# Other Northwest Resources

## **Funding Information Center**

### **Boise Public Library**

715 S Capitol Blvd

Boise, ID 83706

[http://www.boisepubliclibrary.org/Research/Funding\\_Information\\_Center/](http://www.boisepubliclibrary.org/Research/Funding_Information_Center/)

208-384-4024

Mary K. Aucutt

[maucutt@cityofboise.org](mailto:maucutt@cityofboise.org)

## **Marshall Public Library**

113 S. Garfield

Pocatello, ID 83204

208-232-1263

## **Spokane Public Library**

906 W. Main Ave.

Spokane, WA 99201

509-444-5300



# Grant Writing Pointers

- Match idea to the funding source
  - Review purpose
  - Who can apply
  - Scope
- Use program office for technical assistance
- On the ready – your school boilerplate



# Boiler Plate – Packet to Keep on Hand

- Mission
- History
- Primary staff vita and qualifications
- Board, names, contacts, expertise
- Org chart (# staff, degrees, positions)
- Letters of recommendation or commitment (this is harder if it's a new project)
- Formal budget and fiscal audit
- Annual Report
- Proof of tax exempt status
- Matching funds (non-federal \$)

# Boiler Plate File

## Idaho Charters Grant Boiler Plate File

Mission  
Vision  
History

Board  
Members  
Contacts  
Community  
Partners

Staff  
Vitas

Annual  
Report

Org  
Chart

\$ Annual  
Budget  
Financial  
Audit  
Matching  
Funds

Community  
Needs  
Assessment

501 (3)c  
letter

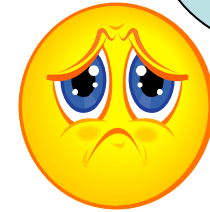
Letters  
of  
support

If you create a file with all of these as word documents you can readily copy and paste them into online applications. Avoid tables and bulleted formats as they often morph when copied.

# Boiler Plate Recommendations

- Word document - electronic
- Font 12pt Times Roman or Arial
- Short concise
- Good copies, scanned into doc.
- Create a Boilerplate folder with each doc in the folder but not one big file

# Reasons Why You Didn't Get Funded...



Out of your control

- The foundation board of directors decided on new priorities AFTER the submittal deadline.
- Our CEO signed the cover letter, lost the proposal, and forgot to submit it.
- The guidelines said they funded music programs, but the development officer hated his childhood piano lessons, and would never recommend a proposal that had any music in it.
- The foundation's endowment stock portfolio took a dive.



# Reasons Why You Didn't Get Funded...



Should have been under our control! @\$

- We didn't know that paper proposals being sent to a Washington D.C. office through the US Postal System would be delayed at the post office for an anthrax scan.
- The office staff didn't believe it when the guidelines dictated exact margins.
- We didn't believe the guidelines that strongly suggested we have a faith based partner, so we didn't.

# Reasons Why You Didn't Get Funded...



Should have been under our control! @\$

- We didn't send in the reports from last year's grant.
- This year's guidelines and focus are different from last year's, but we submitted the same proposal that got funded last year.
- The budget had math errors.
- Our federal proposal did not have our senator's personal support



# Share your best tip!

## Questions?

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